

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, December 11, 2012 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**MEMBERS PRESENT:**

Chairman James Moran, Valerie Leduc, and Paul MacDonald

**MEMBERS ABSENT:**

Charlotte Gabrielson – Alternate Member was excused

**CALL TO ORDER:**

The meeting was called to order at 8:47 a.m.

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the approval of the November 13, 2012 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the minutes of the November 13, 2012 meeting minutes and dispense with the reading of said minutes was made by Valerie Leduc and seconded by Paul MacDonald. Voting was unanimous.

**APPROVAL OF INVOICES / EXPENDITURES:**

None

**CITIZEN COMMENT:**

None

**UNFINISHED BUSINESS to be considered and acted on:**

- 2) Discussion, consideration and action relative to making sure our written advertisements reflect current policies and procedures.

Tabled

- 3) Discussion, consideration and action relative to the Municipal Salary Survey.

Tabled

- 4) Discussion, consideration and action relative to consideration for Veterans.

Will continue discussion

- 5) Discussion, consideration and action relative to the Status of Lists.

Probationary and promotional police testing should be scheduled.

- 6) Discussion, consideration and action relative to the Promotional Police testing.

The Town Manager's posting should go out in the beginning of January. Chairman James Moran will choose the promotional tests today. The test will take place at 9:00 a.m. on Tuesday, March 12<sup>th</sup> in Council Chambers after the Personnel Board's regular monthly meeting.

- 7) Discussion, consideration and action relative to Probationary Police Officer testing.

Probationary Police Officer testing will be scheduled at CCRI based around the availability of the pool, gym and written exam room. The clerk to the board will obtain dates of availability.

- 8) Discussion, consideration and action relative to the hiring of the Information Systems Analyst.

The department head will review applications on hand and possibly contact temp agencies to fill the position until another search can be advertised and completed.

**NEW BUSINESS:**

- 9) Discussion, consideration and action relative to the Budget Board meeting in January 17, 2013 at 6:30 p.m.

The Clerk will prepare a preliminary budget. The board will look at the issue of budgeting more for advertising during this budget cycle.

- 10) Discussion, consideration and action relative to the annual meeting schedule.

Accepted as presented.

**COMMUNICATIONS:**

None

**GENERAL DISCUSSION:**

CDL and Backhoe/pay loader licensing requirements should be in the union contract before we advertise these licenses as a requirement.

Ask the Director of Public Works to attend the next meeting.

**ADJOURN:**

**Motion** to adjourn the meeting at 9:30 a.m. was made by Valerie Leduc and seconded by Paul MacDonald. Voting was unanimous.

\_\_\_\_\_  
Chairman James H. Moran

\_\_\_\_\_  
Date

The Town of Burrillville will provide accommodations needed to ensure equal participation. Please contact the Burrillville Town Clerk at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it. A request for this service can be made in writing or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY).